

Alkham Parish Council

Minutes of Meeting Monday 4th November 2019

7.00pm PLANNING MEETING:

1. **To table planning applications received for consideration**
 - 1.1 19/01186 *The Paddock , Ferne Lane, Ewell Minnis*
Erection of a block of 2no. stables, tack room and feed store
It was AGREED to defer the decision to DDC Planning Department.
Cllr Beaney, having declared an interest in the application, did not participate in the discussion and did not vote.
 2. **To table planning applications dealt with since last meeting**

There were none
 3. **To table decisions by the Planning Authority since the last meeting**
 - 3.1 The Cottage Great Everden Farm Lockering Lane Alkham **(DDC Approved)**
Conversion of outbuilding to create a holiday let with associated parking
-

Main Meeting: 7:30 pm

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the general public were taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book was closed.

- A petition was handed to the parish council, signed by residents requesting a one way system at Warren Lane
 - D Barnard gave Cllr Hibbert a strongbox containing parish council records.
1. **Venue: Alkham Village Hall**

The Chairman opened the main meeting at 7:38 pm
 2. **Present:**

Councillors	N Burrows; A Barrier; D Beaney; M Hibbert; T Prince W Roberts
Clerk	I Bowie
District Councillor	Cllr Rose
County Councillor	Not Present
Members of the Public	11
 3. **Apologies and absences:**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies were received and accepted from: Cllr Marczin-Bundy. Apologies were also received from KCC Cllr Lymer
 4. **To Receive Declarations of Interest and Dispensations:**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

Cllrs Hibbert and Beaney made a declaration of lobbying regarding the co-option of a Parish Councillor

5. Consideration of items to be taken in private because of the disclosure of exempt information:

There were none

6. Co-Option of a Parish Councillor - Ordinary Vacancy

6.1 To consider the adoption of a co-option policy
It was **RESOLVED** to adopt the co-option policy. Proposed by Cllr Beaney, seconded by Cllr Barrier and agreed by all present.

6.2 To consider candidate/s for co-option
The Chairman informed the meeting that there was currently an Ordinary vacancy for a Councillor on the Parish Council, which had been authorised for co-option. The Clerk confirmed that notices had been displayed in line with the regulations.

The Chairman reported that an application had been received from Mr W Roberts and invited Mr Roberts to address the Parish Council. Mr Roberts spoke regarding his interest in the Parish and reasons for wanting to join the Parish Council. Members discussed the application and it was proposed by Cllr Hibbert to co-opt Mr Roberts to the Parish Council, this was seconded by Cllr Prince and agreed by all present. Mr W Roberts was therefore Co-opted onto the parish council as a Parish Councillor.

Resolved Mr W Roberts would be co-opted as a Parish Councillor. The Acceptance of Office was signed in the presence of the Clerk.

Minutes of the Parish Council Meeting:

7. To consider the minutes and if in order sign as a true record

7.1 Minutes of Parish Council Meeting 2nd September 2019
The minutes of the meeting were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Hibbert proposed that the minutes be accepted as a true account of the meeting and this was seconded by Cllr Beaney.

Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Burrows

8. Matters arising from the minutes: (not included in other agenda items)

8.1 Parish Defibrillator Clerk to contact Capel PC to discuss costings

8.2 Waste Bin Provision for Village Green and Woolverton Hill
It was agreed to defer this matter until the Spring of 2020

8.3 HGV Signage Ongoing (Cllr Lymer was not present)

8.4 Cricket Pavilion and Hire of the Village Green
It was AGREED that Cllr Prince would discuss Village Green Hire with the VHMC

8.5 Christmas Tree Lighting and Electrics
It was reported that PAT testing had been booked.

9. Lorry Watch: Update

- 9.1 To consider the Risk assessment
RESOLVED: To accept the risk assessment. Proposed by Cllr Hibbert seconded by Cllr Beaney and agreed by all.
 It was **AGREED** that all members of Lorry Watch would complete the risk assessment.

10. Correspondence:

- 10.1 To table items of late correspondence
 Removal of Salt Bags outside the Village Hall.
- 10.2 Items circulated for information
- 10.2.1 Proposed new KALC post and KALC AGM 30 November 2019
- 10.2.2 Rural/Market Towns Group of the Rural Services Network
- 10.2.3 Kent County Council Budget Consultation 2020-21
- 10.3 Items acted on
- 10.4 Items for discussion
- 10.4.1 Proposed new KALC post and KALC AGM 30 November 2019
- 10.4.2 Tree Forum in Maidstone 2nd November
- 10.4.3 KALC Update for Local Councils + VE DAY 75 8th May 2020
- 10.4.4 NALC Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence

All items of correspondence were noted.

11. Reports:

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|------|------------------------|-------------|------------|
| 11.1 | Kent County Councillor | Not present | Cllr Lymer |
| 11.2 | District Councillor | | Cllr Rose |
- Cllr Rose gave his report. Cllr Rose AGREED to assist if the TAG report was not responded to by KCC Highways. He also reported that new laws were to be introduced when Operation Brock is in place to prevent HGV drivers using local roads.
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|------|--------------------|----------------------|--------------|
| 11.3 | Byways Update | No updates to report | Cllr Barrier |
| 11.4 | Parish Plan Update | | D Barnard |
- Mr D Barnard gave his report (Appendix A)
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|------|---------------------------------|--------------|--------------------|
| 11.5 | Drainage / Flood Wardens Report | (Appendix A) | Cllr Hibbert |
| 11.6 | TIG and HIP update | (Appendix A) | Cllr Hibbert |
| 11.7 | Thanet Transport Update | No Report | Cllr Marczin-Bundy |
| 11.8 | Ewell Minnis | | Cllr Beaney |
- Cllr Beaney reported that the hedges near the bus stop needed cut back.
 It was AGREED that the Clerk would write to Cllr Lymer requesting an update re the new bus stop. It was **RESOLVED** that the Clerk would conduct a land registry search to establish ownership of the land for the new bus stop.
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|------|-----------------|--|-------------|
| 11.9 | Chalksole Green | | Cllr Prince |
|------|-----------------|--|-------------|
- Cllr Prince gave her report. It was noted that Chalksole Green is registered as a Village Green. A grant is available to return the land to its original usage. It was AGREED to review further options to clear the site. It was AGREED to consider the setting up of an Open Spaces Committee.
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|-------|-------------------|--|-------------|
| 11.10 | Community Liaison | | Cllr Beaney |
|-------|-------------------|--|-------------|
- Cllr Beaney gave his report.

12. Finances:

- 12.1 Update of account for 2019/20 including payments received
 The Clerk gave her report (Appendix B)
- 12.2 Accounts paid to be ratified There were none.

12.3	Accounts for payment	
12.3.1	Clerk salary Oct/Nov	£ 823.97
12.3.2	Microsoft Office 365 Renewal	£ 59.99
12.3.3	Harmer and Sons	£ 93.60
12.3.4	Harmer and Sons	£ 188.40
12.3.5	HMRC Q2	£ 98.28

All payments proposed by Cllr Burrows , seconded by Cllr Prince and agreed by all.

13. Policy Review. To consider the adoption of:

- 13.1 NALC Model Financial Regulations 2019
- 13.2 Volunteer and Health and Safety Policy
- 13.3 Grant Policy

All policies were considered and adopted.

RESOLVED: To accept all policies. Proposed by Cllr Hibbert, seconded by Cllr Barrier and agreed by all present.

14. Agenda Items for next meeting:

- 14.1 To discuss the petition (Warren Lane One Way)
- 14.2 The setting up of an Open Spaces Committee

15. Dates of Future Meetings:

2nd December, 6th January 2020

There being no further business to conduct the meeting closed at 9:25pm

Signed : *Neil Burrows*

Chairman

Date : 6th January 2020

Appendix A:
Alkham Drainage Work Progress Updates – Nov 2019

Latest work updates for submitted Alkham drainage fault reports to Kent Highways drainage department are as follows:

- 417351- road culvert and drainage adjacent to swale entrance. Drains blocked with silt, needs regular jetting out.
 - 373611 – Meggett Lane – road culvert and silt trap. Work still to be completed. Resident landowner liaising directly with Ian Day to arrange suitable and appropriate work programme to complete the job.
 - 459519- Hogbrook Hill, drain and culvert adjacent Martin Vale blocked with silt, needs regular jetting out.
 - 412439 – Little Everden Road – KCC Highways Mark Carpenter, project manager, reports that plans are under investigation for the provision of a soakaway following recent borehole tests. Selected contractor to provide cost analysis feedback, and logistic action plan feasibility.
 - 459529- Wolverton Hill. Drains located at bottom of hill, adjacent to Hillside blocked.
 - 459824- Meggett Lane – water off Alkham Valley Road missing drain located adjacent to St Cedric due to road camber. Water flooding bottom of lane with no drainage grip in place to ditch.
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- ✓ Monitoring of recent Village Green sump work will continue.
 - ✓ To aid overspill water flow from the sump down the VG ditch it is proposed that the ditch is cleaned along its entire length late Autumn, on annual basis. Funding to be sort from Parish Council as the main riparian owner.
 - ✓ Reminder to Alkham resident with riparian responsibilities that Autumn provides the best opportunity to inspect their sections of the ditch and carry out any necessary maintenance. Reference guidance can be found on the Alkham website.

Martin Hibbert
Flood Warden

2/10/2019

Traffic Implementation Group (TIG) Report – November 2019

I am pleased to report that we are in receipt of a direct letter from our Dover MP, Charlie Elphicke.

The letter outlines his concern at the lack of response to the submitted TAG report to Kent County Council more than a year ago. The letter goes on to give a general view of his support and appreciation for the concerns of Alkham residents and provides outline details of his request to the cabinet member for transport and Kent Highways to provide a full response to the TAG report, as well as cost and feasibility of the measures outlined in the report proposals. We will keep residents updated on any developments, going forward.

As mentioned in the September report, the TIG team were in the process of developing a highways improvement plan (HIP). The report has now been completed and a meeting has been arranged with Kelly Garrett, Senior Project Manager, KCC Highways to present and discuss the report towards implementation, referencing the published TAG report to help support our submitted requests.

You will probably recall that the September report also referred to an approach being made to Councillor Geoff Lymer, seeking his support regarding ensuring that Alkham Valley Road was included on the revised KCC Road and Footway Asset Team Long Term Programme 2019/2020 (RaFAT). Unfortunately, I am sad to report back that Alkham has not been included on this current road maintenance programme, but it will be more than likely on the next projection in two years' time. The decision being based on the amount of work and spend the Alkham Valley has received over the past three years and the very real budget restriction placed on internal KCC Highways Members Grants and the Highways Department overall.

Geoff works hard to try to deliver what his 14 parishes want but he has an apportioned spend of just £1080 for each parish, and Alkham has exceeded that spend by £800! This means he has had to reduce the spend for the others to under £1000 to balance the budget. Geoff works closely with the Highways Assessment Inspection team on his ward, and the team thank him for his support and given advice and direction.

There are some crumbs of comfort, in the fact that KCC Highways generally recognises that the Alkham Valley Road is in poor condition in certain places, when looked at in isolation. And to help towards improvement the road condition is assessed annually, going forward. However, with the rising demand for this work and limited funding, combined with priority assessments, means that assurances cannot be given by KCC Highways that they would be able to carry out any resurfacing on the Alkham Valley Road at a time in the future. On the plus side, from a safety aspect, monthly safety inspections are done to identify any immediate hazards to the public and are programmed for local repair. Residents can also report local problems on KCC Highways website to allow ad hoc inspection and repair. In the light of TIG's raised concerns, one of the local Highway stewards has been tasked to carry out an inspection along the Alkham Valley Road for any local hazard repairs.

MFH, TIG Team.

The Parish Plan team continue to meet regularly and have agreed the format of each individual areas that were identified from the village Open Day and the village questionnaire. The template has been taken from the standard used by other Parish Plans. Team members are now drafting their allocated sections ready for discussion, and so far about half of the twelve areas have been completed. As a reminder the twelve areas are:

- Conservation
- Environment
- Heritage
- Housing
- Community Buildings
- Local Governance
- Health and Social
- Young and Old
- Sport and Recreation
- Economy, Business and Employment
- Roads and Infrastructure
- Public Transport

When completed the draft will be circulated to the full Parish Council for final review. As always, the team welcome any input, and assistance, and would like to remind everybody that the success of the the Parish Plan will depend on the number of volunteers putting themselves forward to put the plan into practice.

Cllr Tracey Prince, Cllr Dave Beaney, Cllr Martin Hibbert, Rachel Fountain, Glyn Jones, Steve Edwards, Jo Walker, Den Barnard

Appendix B

Bank reconciliation

4th November Parish Council Meeting

Name of smaller authority: Alkham Parish Council

Financial year ending 31 March 2020

Prepared by (Name and Role): Irene Bowie Clerk and RFO

Date: 04/11/2019

	£	£
Balance per bank statements as at 01/11/20:		
Current Account	5,080.55	
Business Manager	48,784.29	
Unit Trust		
		54,444.84
Petty cash float (if applicable)		
Add: any un-banked cash as at 01/10/19		
-		
Net balances as at 01/11/19		<u>£ 55,444.85</u>
Less payments 04/11/2019		
Clerk salary Oct/Nov	£ 823.97	
Microsoft Office 365 Renewal	£ 59.99	
Harmer and Sons	£ 93.60	
Harmer and Sons	£ 188.40	
HMRC Q2	£ 98.28	
		£ 1,264.24
Balance all accounts		£ 53,180.60